

# REVENUE DEPARTMENT



## JOB ANNOUNCEMENT

		POSTING DATE	
		Ongoing	
		ANNOUNCEMENT NUMBER	CLOSING DATE
		889	Ongoing
JOB TITLE/JOB CODE NUMBER	PAYGRADE	SALARY RANGE (MONTHLY)	POSITION # (s)
Revenue Agent 1      41482	011	\$1,967.80 - \$3,450.16	
DIVISION	UNIT NAME/LOCATION		
Compliance			

THIS ANNOUNCEMENT IS OPEN TO:

- A. ☐ CURRENT QUALIFIED REGULAR REVENUE DEPARTMENT EMPLOYEES ONLY.
- B. ☐ CURRENT AND FORMER QUALIFIED REGULAR REVENUE DEPARTMENT EMPLOYEES.
- C. ☐ CURRENT AND FORMER QUALIFIED REGULAR REVENUE DEPARTMENT EMPLOYEES, AND CURRENT TEMPORARY OR HOURLY EMPLOYEES WITH AT LEAST SIX MONTHS OF EMPLOYMENT IN THE DEPARTMENT OF REVENUE IN THE PAST TWO YEARS WHO MEET MINIMUM QUALIFICATIONS FOR THE POSITION OR WHO HAVE RECEIVED A SCORE OF AT LEAST 70 ON THE APPLICABLE MERIT SYSTEM TEST.
- D. ☐ CURRENT AND FORMER QUALIFIED REGULAR STATE EMPLOYEES.
- E. ☐ EXISTING LIST OF MERIT SYSTEM JOB SITE AVAILABLE APPLICANTS.
- F. ☒ PUBLIC ANNOUNCEMENT - Georgia Merit System Job Site <http://thejobsite.org/>
- G. ☒ ALL QUALIFIED APPLICANTS.

SUBMIT TWO COMPLETED MERIT SYSTEM APPLICATIONS OR RESUMES POSTMARKED OR HAND DELIVERED NO LATER THAN THE CLOSING DATE.

Applications should be submitted to: Georgia Department of Revenue  
Human Resources Office, Suite 2225  
1800 Century Center Blvd., NE  
Atlanta, Georgia 30345-3205

If you need an accommodation, due to a disability, for any part of the employment process, please contact the Human Resources Office at (404) 417-2140 or (404) 417-2160 (TDD).

### GENERAL NATURE OF DUTIES/RESPONSIBILITIES ASSIGNED TO THIS POSITION

Under immediate supervision and in a trainee capacity, works under the guidance of an advanced level co-worker performing work pertaining to taxpayer assistance and tax related investigations/collections. Assists taxpayers in person and over the telephone concerning basic filing requirements and in resolving account related problems. Processes default accounts as assigned. Conducts limited audits with more experienced co-workers. Handles basic assignments related to the various tax areas.

### MINIMUM TRAINING AND EXPERIENCE

Two years of college level course work that included at least two courses in accounting and a valid Georgia driver's license (Note: to receive appropriate credit under this option, applicants must indicate in the Comments Section of their Resumes, the number of courses that they successfully completed in accounting. Applicants should list educational facility, course number and title, and hours of credit received per course.) **OR** the equivalent of two years of full time experience in accounting, auditing, financial preparation, bookkeeping, or tax preparation and a valid Georgia driver's license **OR** one year of collection experience which required knowledge of legal collection procedures and procedures for auditing records, books and ledgers and a valid Georgia driver's license.

### PREFERRED QUALIFICATIONS-IF APPLICABLE

Experience in the use of computer hardware and software.

### COMMENTS/SPECIAL INSTRUCTIONS

Must have taken and passed the Revenue Agent 1 test in the Merit System. The test will be offered in Atlanta, Rome, Gainesville, Americus, Augusta, Milledgeville, Savannah, Thomasville and Waycross. In Atlanta, the testing location is the Merit System office. The test will be given on a walk-in basis (no reservation needed) every 2<sup>nd</sup> and 4<sup>th</sup> Wednesday at 8:30 a.m. If you wish to test at the other locations, you will need a reservation. That can be accomplished as you go through the online application process or by completing an application and submitting it directly to the Merit System.

Revenue Agent 2's may apply for a Lateral Transfer.

**The Human Resources Office will notify all applicants of selection or non-selection.**